

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



California Department of  
**State Hospitals**

*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>C&amp;P Analyst Approval</b>	<b>Date</b>
<b>Employee Name</b>	<b>Division</b> Forensic Services Division		
<b>Position No / Agency-Unit-Class-Serial</b> 461-441-5393-701	<b>Unit</b> Forensic Community Partnership Programs		
<b>Class Title</b> Associate Governmental Program Analyst	<b>Location</b> Sacramento		
<b>Subject to Conflict of Interest</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R01	<b>Work Week Group:</b> 2	<b>Pay Differential</b> N/A
<b>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</b> Under the general direction of the Deputy Director, Forensic Services Division, the Associate Government Program Analyst in the Forensic Community Partnership (FCP) Programs is responsible for a variety of complex assignments including contract and fiscal support, trend analysis, program operations support and policy development for the Felony Mental Health Diversion (Diversion) and Community-Based Restoration (CBR) programs.			
<b>Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</b>			
<b>% of time performing duties</b>	<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).</b>		
30%	Provide technical support in the planning, implementation, and oversight of county programs through state-administered contracts for the FCP programs including assisting in the negotiation of new contracts and contract renewals and outreach to county stakeholders in order to support the Department's efforts towards statewide expansion of the Diversion and CBR programs. Serves as a liaison between DSH and program staff in relation to program implementation. Provides ongoing technical assistance to county and third-party provider staff on the Diversion and CBR program components and requirements. Provides support to program staff in completing requested data reports.  Assist the FCP leadership in identifying, analyzing and responding to issues related to program implementation and compliance.		
30%	Process Diversion, CBR, third-party provider and consultant contracts, departmental contract forms, contract renewals, and invoices in accordance with departmental practices to ensure correct billing amounts, coding, and receipt of source documents. Draft, update, and prepare contract scope of work documents, including contract deliverables and budget detail. Facilitate timely payments to all contractors. Prepare and track contract renewal and amendment packets and review and validate contract budget costs, working in conjunction with DSH Business Services staff. Independently review complex Administration Division reports to ensure accuracy and update information.  Evaluate complex program monthly expenditures and monitor the fiscal status of all FCP program budget allotments and reconcile appropriations with expenditures and funds available. Independently review complex Administration Division reports to ensure accuracy and update information.		

	<p>Perform independent analysis of fiscal and programmatic data in support of the FCP budget.</p> <p>Review all program travel expense claims and travel expense adjustments.</p>
15%	<p>Develops caseload estimates and budget change proposals for current FCP programs which includes, but is not limited to, coordinating with departmental research staff to forecast population trends, researching and analyzing program and policy impacts, developing cost estimates and written narratives to convey findings, recommendations, and proposed budget changes.</p> <p>Performs independent analysis of fiscal and programmatic data in support of the FCP budget. Drafts responses on behalf of the division to inquiries from the Department's Budget Management Branch, California Health and Human Services Agency, Department of Finance, and/or Legislative Analyst's Office.</p>
15%	<p>Serve as initial point-of-contact for all FCP programs.</p> <p>Coordinate with the Department's Technology Services Division and program contractors to facilitate the electronic transmission of documents via the secure file transfer system, WatchDox.</p> <p>Provide back- up support for all stakeholder calls, program teleconferences, and maintenance of trackers for all programs.</p> <p>Manage and coordinate the Publics Records Act (PRA) and media requests specific to the FCP programs, including compilation of requested information and development of proposed response.</p> <p>Manage logistics for all FCP training and technical assistance events, including hosting and recording virtual training sessions. Support SSM I Specialists in drafting training materials and coordinating with subject matter experts.</p>
10%	Other Associate Governmental Program Analyst duties as required.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.</p>

Up to 80% of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_{{Signature1}}\_\_\_\_\_  
Employee's Signature

Date

\_\_\_\_{{Date1}}\_\_\_\_\_

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_{{Signature2}}\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_{{Date2}}\_\_\_\_\_  
Date